

Manning CSD

Manning EA

8/10/2005 8/9/2007

COMPREHENSIVE AGREEMENT
BETWEEN THE
MANNING COMMUNITY SCHOOL DISTRICT
AND THE
MANNING EDUCATION ASSOCIATION

YEAR 2005-2006

IMPASSE PROCEDURE

**(Agreed to prior to negotiations)
Not a part of the Agreement**

1. Impasse procedure as outlined in Sections 20, 21, and 22 of the PERB shall apply to this agreement.

PREAMBLE

The Board of Directors of the Manning Community School District, hereinafter referred to as the "Board", and the Manning Education Association, hereinafter referred to as the "Association", recognize that the aim of the public schools is to provide a quality education program for children and youth of the school district. The parties further recognize that the attainment of this educational objective is a joint responsibility of the Board, the administrative and supervisory staff, the professional teaching personnel of the district, the parents of students, and the community at large.

Whereas, the parties have reached certain understandings which they desire to confirm in this agreement, it is agreed as follows:

ARTICLE 1 RECOGNITION

A. Unit

The Board of Education of the Manning Community School District hereinafter referred to as the "Board", recognizes the Manning Education Association, hereinafter referred to as the "Association", as the sole and exclusive negotiating agent for the following as set forth in the petition to the PERB Case No. 203.

Included: All full-time and regular part-time classroom teachers, guidance counselors, librarians, special education teachers, Title I remedial reading teachers, and nurses.

Excluded: All non-professional employees, superintendents, principals, and other excluded by Section 4 of the Act.

B. Definitions

1. The term "employee" as used in this agreement, shall mean all professional employees represented by this Association in the bargaining unit as defined by the Public Employment Relations Board, except the nurse, unless nurse is designated as a part of a particular article.

ARTICLE 2 GRIEVANCE PROCEDURE

A. Definitions

1. Grievance

A grievance is a claim by an employee, a group of employees, or the Association that there has been a violation, misinterpretation or misapplication of any provision of this agreement.

B. Purpose

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems affecting employees. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Procedure

1. Every employee covered by this agreement shall have the right to present grievances in accordance with these procedures.
2. In the event of a class or group grievance by the Association it shall commence at Level II-Principal.
3. The time limits may be extended by mutual agreement.
4. It is agreed that any investigation or other handling or processing of any grievance by the grieving employee shall be conducted so as to result in no interference with or interruption whatsoever of the instructional program and related work activities of the grieving employee or the professional staff. The employee will present the grievance to his principal during lunch and break periods and after working hours.
5. Level One-Principal (Informal)
An employee with a grievance shall first discuss it with his/her principal with the objective of resolving the matter informally.

6. Level Two-Principal (Formal)

If the grievance cannot be resolved informally, the aggrieved employee and/or the Association shall file the grievance in writing and at an agreeable time, discuss the matter with the principal, and if the grievant so desires, a representative from the Association. The form for filing the grievance has been designed by the Association, and approved by the employer.

(Appendix A). The written grievance shall state the nature of the grievance, shall note the specific clause of clauses giving rise to the grievance, and shall note the remedy requested. The filing of the formal, written grievance at the second step must be within ten (10) school days from the date of occurrence of the event giving rise to the grievance. The principal shall make a decision on the grievance and communicate it into writing to the employee and/or the Association within ten (10) school days after receipt of the grievance.

7. Level Three-Superintendent

In the event a grievance has not been satisfactorily resolved at the second level, the aggrieved employee shall file within five (5) school days of the written decision of the principal, a copy of the grievance with the superintendent. Within ten (10) school days of receipt of the grievance, the superintendent shall indicate his disposition of the grievance in writing and shall furnish a copy thereof to the employee and/or the Association and the principal.

8. Level Four-Binding Arbitration

If the grievance is not resolved satisfactorily at Level Three, there shall be available a fourth level of impartial, binding arbitration. The employee and/or the Association may submit, in writing, with the approval of the Association, a request to the superintendent or his designee within thirty (30) days from receipt of the Level Three answer to enter into such arbitration. The arbitration proceeding shall be conducted by an arbitrator to be selected by the two parties within ten (10) school days after said notice is given. If the parties are unable to agree upon an arbitrator, a written request for a list of arbitrators shall be made to the Public Employee Relations Board by either party. The list shall consist of three (3) arbitrators and the parties shall determine by a coin flip which party shall have the right to remove the first name from the list. The party having the right shall remove the first name within two (2) school days, and the other party shall have one (1) additional school day to remove the second name. The person whose name remains shall be the arbitrator. The decision of the arbitrator shall be binding and final on the parties.

Expenses for the arbitrator's services shall be borne equally by the employer and the Association.

The arbitrator, in his opinion, shall not amend, modify, nullify, ignore, or add to the provisions of the agreement. His decision must be based solely and only upon his interpretation of the meaning or application of the express relevant language of the agreement.

D. Year-End Grievance

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and, if left unresolved until the beginning of the following school year could result in harm to a party in interest, the time limits set forth herein will be reduced so that the grievance procedure will be completed prior to the end of the school year, or within a reasonable number of days thereafter. Reduction of the time limits shall be by mutual agreement.

E. Rights of Employee to Representation

Any aggrieved person may be represented at all formal and informal stages of the grievance procedures by himself/herself and/or a representative from the Association.

If an employee files any claim or complaint other than under the grievance procedure of the agreement, then the school district shall not be required to process the same claimed set of facts through the grievance procedures.

All meetings and hearings under this procedure shall be conducted in private and shall include only witnesses, the parties in interest, and their designated or selected representatives, heretofore referred to in this Article.

ARTICLE 3 WAGES AND SALARY SCHEDULE 2005-2006

A. Salary Schedule (Index)

Step	B.A.	B.A. +15	B.A. +30	M.A.	M.A. +15
1	\$24,350	\$25,324	\$26,298	\$27,272	\$28,246
2	\$25,324	\$26,337	\$27,350	\$28,363	\$29,376
3	\$26,298	\$27,350	\$28,402	\$29,454	\$30,506
4	\$27,272	\$28,363	\$29,454	\$30,545	\$31,636
5	\$28,246	\$29,376	\$30,506	\$31,636	\$32,765
6	\$29,220	\$30,389	\$31,558	\$32,726	\$33,895
7	\$30,194	\$31,402	\$32,610	\$33,817	\$35,025
8	\$31,168	\$32,415	\$33,661	\$34,908	\$36,155
9	\$32,142	\$33,428	\$34,713	\$35,999	\$37,285
10	\$33,116	\$34,441	\$35,765	\$37,090	\$38,415
11	\$34,090	\$35,454	\$36,817	\$38,181	\$39,544
12	\$35,064	\$36,467	\$37,869	\$39,272	\$40,674
13		\$37,480	\$38,921	\$40,363	\$41,804
14			\$39,973	\$41,453	\$42,934
15			\$41,025	\$42,544	\$44,064

Must be graduate credit (semester hours or equivalent) in teacher's teaching field.

Full-time teachers who qualify for lanes BA+30, MA or MA+15 and have experience beyond the salary schedule will be granted \$100 for longevity pay. Part-time teachers will be granted their prorated amount for longevity pay.

Phase II Moneys received by the Manning Community School District will be processed in the following manner:

1. The money will be distributed to eligible teachers when received by the school district.
2. Phase II Money shall not be considered a part of the salary schedule but will be considered as a separate payment to eligible teachers made by the State of Iowa and distributed by the Manning Community School District.
3. The negotiated salary schedule for 2005-2006 between the Manning Board of Education and the Manning Education Association will be used to provide a generator instrument to determine the amount of Phase II Money to be distributed to individual teachers. The instrument will be developed cooperatively by the Manning Education Association and the Manning Community School Board using the indexing procedure agreed to and used during the 2002-2003 school year.

B. Salary Schedule Supplement

Pay will be determined by the % of the BA lane that matches an employee's experience in that Extra Duty in the Manning Community School District. The 2004-5 school year will be considered as year 1 for all employees hired before August 1, 2004 and for all Extra Duties.

1. New hires may be placed on the step commensurate with their experience in the Extra Duty.
2. Employees who advance in position in the same activity will earn 1 year of experience for every 2 years in the lower position.
3. Employees who move down in position in the same activity will be allowed to keep their years of experience.

High School Head Coach:

Football	11%
B & G Basketball	11%
B & G Track	11%
Baseball	11%
Softball	11%
Volleyball	11%
Cross Country	8%
B & G Golf (each)	4%

High School Assistant Coach:

Football	8%
B & G Basketball	8%
B & G Track	8%
Baseball	8%
Softball	8%
Volleyball	8%
B & G Golf (each)	2%

Junior High Head Coach:

Football	5%
B & G Basketball	5%
B & G Track	5%
Volleyball	5%

Junior High Assistant Coach:

Football	4%
B & G Basketball	4%
B & G Track	4%
Volleyball	4%

Athletic Director 15%

Play (Three Act) 4%

Musical (Assistant to the Director) 1.5%

Yearbook 5%

Band Director 12%

High School Vocal Music Director 10%

Pep Club & Cheerleader Sponsor 6%

Newspaper Sponsor 7%

Class Sponsor (11th Grade Only) - each 3%

Declamatory 6%

Assistant Declamatory 2%

FFA 4%

Business Practice 2%

Girls Chaperone	
One game per night	\$ 7.50
Two games per night	\$ 15.00
Driving of extracurricular activity bus (per trip)	\$ 15.00
All other duty assignments assigned by administration (Limit 5 per year)	\$ 15.00
Supervision of float building (per night)	\$ 20.00
Full day of assigned duty on Saturday	\$ 40.00
Supervision of elementary students for music programs	\$ 15.00
Summer Driver Education (per student)	\$155.00

C. Wages and Salaries

1. All teachers new to the system will be placed on the step commensurate with their college preparation and experience. Teachers with an Initial License will be placed on step three of the salary schedule and remain there until they obtain a Standard License.
2. If a contract is offered to a teacher in the system, the increment according to the schedule will be part of the contract.
3. A teacher on a 12, 11, or 10-month contract shall have the sum of the regular increment plus base adjustment multiplied by the appropriate factor, i.e., 12/9, 11/9, 10/9.
4. A teacher, upon advancing to a succeeding training level, will advance to that level on the schedule and be placed on proper experience step according to his/her experience. Proof of advancing to a succeeding level will be borne by the teacher and written proof of such must be filed with the superintendent by September 1 of each year to go into effect during that current school year.
5. Teachers new to the district will be paid in 13 equal payments beginning in August. All teachers who are not new to the district will be paid in 12 equal payments with the new contract beginning with the September payment.

ARTICLE 4 INSURANCE

The Manning Community School Board of Education will provide to all employees an insurance package which will include the following:

1. Life Insurance \$15,000.00
2. AD & D \$15,000.00
3. Disability Insurance 60% -- 120-day waiting period.
4. Hospital-Surgical-Medical
 - a. Employees must purchase one of the health plans offered by the insurance company selected by the Manning School Board of Education.
 - i. The choices will include an 80-20 co-insurance plan.
 - b. The Board agrees to provide the total dollar amount per month to cover the employee cost of a single coverage 80-20 co-insurance plan.
 - c. Any cost above the provided allowance for coverage for spouse or family can be arranged for between the employee and the secretary of the Board of Education. Such coverage may be paid for by a payroll deduction or under a Section 125 Plan provided by the district.
 - d. Any monies remaining after the purchase of insurance will be provided to the employee as cash and will be included with the regular payroll.
 - e. Any monies above the least expensive insurance plan offered will be considered IPERS eligible income.

The Manning Community School Board of Education shall have the sole and exclusive right to procure the above insurance from the company of their choice. Insurance coverage for the employee shall be in effect on September 1 of each year. Employees whose contract year starts July 1 will be covered on July 1.

ARTICLE 5 LEAVES

A. Sick Leave Accumulative

1. Anytime after a teacher signs a contract and starts his/her employment, and during the duration of that contract, sick leave (personal illness) will be granted at full pay according to the following schedule:

The first year of employment	14 days
The second year of employment	15 days
The third year of employment	16 days
The fourth year of employment	17 days
The fifth year of employment	18 days
The sixth and subsequent years of employment	19 days
2. The above amounts shall apply only to consecutive years of employment in the same school district and unused portions shall be cumulative to a total of 120 days.
3. Persons new to the system may transfer up to and including thirty (30) days of unused sick leave from a previous teaching position if that position was held immediately prior to employment in the Manning Community School District.
4. Employees shall be given a copy of a written accounting of accumulated sick leave days no later than June 25th of each school year.
5. All employees may voluntarily pool one (1) accumulative sick leave day at the beginning of each school year. Each participant will then be allowed to use the pooled sick days after they have exhausted their sick leave and have taken one (1) unpaid day. Only employees who donate to the pool will be eligible to draw from the pool. When the pool is exhausted, each employee in the pool will donate one (1) additional accumulative sick leave day to replenish the pool. The pool will not be eligible for extension of maternity leave, but may be used once the employee returns to work. All unused pooled days will remain in the pool for the following year.
6. The administration may request a statement from a doctor of the employee's choice for absences in excess of five (5) consecutive days due to illness.

B. Sick Leave Non-Accumulative

1. Employees shall be granted five (5) days family sick leave from the employee's accumulative sick leave. Family in this case is restricted to spouse, child, parent, or parent-in-law.
2. Employees may exchange four (4) of their accumulated sick leave days for an additional non-accumulative day (family sick leave). This may be used multiple times during the year.

C. Bereavement Leave Non-Accumulative

1. A leave of not more than five (5) days on full pay will be granted in case of death in the immediate family of the teacher or spouse. Immediate family is limited to the following relatives: parents, child, wife, husband, brother, sister, grandparents, grandchildren, daughters-in-law, sons-in-law, brothers-in-law, sisters-in-law.
2. A leave of not more than two (2) days on full pay will be granted in case of death of extended family members of teacher or spouse. These extended family members are limited to the following relatives: aunts, uncles, nieces, nephews.

D. Personal Leave Non-Accumulative

1. At the beginning of every school year, each employee shall be credited with three (3) days of personal leave, at full pay, to be used for the employee's personal business. These days must be approved in advance (at least 24 hours) by the superintendent or principal. No personal leave days will be granted during the last two weeks of school. However, personal days may be used at any time to attend any school related function in which a child of the employee is participating, providing a substitute teacher is available. Any days not used will be paid for at the rate of \$40 at the request of each teacher. This request for payment shall be made in writing to the Office of the Superintendent by May 15 of each year.
2. Personal temporary leaves of absence may be granted without pay at the discretion of the administration.

E. Jury and Legal Non-Accumulative

1. Any employee called for jury duty during school hours or who is subpoenaed to appear in a court of law shall be provided such time. Except for lunch and mileage fees, moneys received by the employee for such service shall be deducted from his/her regular salary.

F. Professional Leave Non-Accumulative

1. Request for professional leave days must be submitted one week in advance of the absence. Professional leave days will be subject to the approval of the principal. When professional leave is granted it will be at full pay and the school district will reimburse the employee for expenses covering mileage, registration, lodging, and meals upon submission of proper receipts to the superintendent.
2. Three (3) days of professional leave may be granted a teacher who is a high school head varsity and/or high school assistant varsity coach or declam coach during each school year. One (1) of the three (3) days may be used to attend clinics and/or championship events. No more than two (2) days may be granted to any other employee during each school year.

G. Association Leave Non-Accumulative

1. Up to two (2) days per year for one employee shall be made available to the Association for the purposes of meetings, conventions, and other Association business.
2. The president of the Association shall notify the superintendent at least one (1) week in advance, except in case of an emergency, of the individual using Association leave. Such notification shall be in writing.
3. The cost of any substitutes incurred as a result of the use of Association leave shall be borne by the Manning Education Association.

H. Personal and Extended Emergency Leave Bank

1. Any faculty member with personal leave may donate one (1) day per year to another certified staff member who has exhausted his/her sick leave accumulative, sick leave non-accumulative (family sick leave), and/or personal leave. This leave must have the approval of the building principal and the decision is non-grievable.

ARTICLE 6 EMPLOYEE YEAR

A. Holidays

The regular and extended contract of employees shall include five (5) paid legal holidays. Such holidays shall include Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Memorial Day. No employee shall be required to perform duties on any of the above holidays.

B. The Contract between the school and its employees is for 195 days. Any additional days required by the district will be paid per diem.

C. Should the state fail to provide sufficient funds to compensate for the additional state mandated days, employees will work the amount of time that is compensated by the state. This time will be calculated by prorating the funds according to each staff member's daily rate (1/195)

ARTICLE 7 EMPLOYEES HOURS AND LOAD

A. Work Day

1. The regular school day for employees covered under this agreement will not exceed eight (8) hours. On Fridays and days preceding holidays or extended school recess periods, employees shall be allowed to depart five minutes after the last bus leaves.

2. The length of the school day shall include an uninterrupted duty free lunch period of at least twenty-five minutes.

ARTICLE 8 REDUCTION OF STAFF

1. The Board has a responsibility to the citizens of the school district to run the schools in an effective and efficient manner.

2. The Board shall take whatever action it deems necessary to attain the above stated goals, including but not limited to reduction of staff.

3. Reduction in staff will be determined by formal evaluation as specified in ARTICLE 9. In the event that, after evaluations, both teachers are considered of equal ability, the contract will be given to the teacher with the greater full-time continuous length of service in the district as determined by the return date of the first signed contract.

4. Employees who are Reduced in Force will be notified in writing by the Board through the superintendent, as prescribed by Iowa Law.[279.15 , 279.14(2)]

5. Recall. Non-probationary teachers whose evaluations for the two year period preceding the state of termination of the individual contract are satisfactory or better (at least a total of 45 points or more and each category ranked 3 or better on the evaluation instrument) shall be given the right to recall. Recall rights shall be for two years following the effective date of the termination. Recall shall be in reverse order of termination. If two or more teachers have a similar recall right, preference shall be given to that teacher with the highest average evaluation points in the two years preceding the date of termination. Recall shall be only to positions the teacher previously held for Manning Community School District.

TO BE REOPENED UPON COMPLETION OF THE NEW EVALUATION TOOL.

ARTICLE 9 EMPLOYEE EVALUATION

1. The classroom teaching performance of teachers with an initial teaching license and other probationary teachers shall be formally evaluated a minimum of twice each school year. Non-probationary teachers with a standard teaching license will be formally evaluated at least once a year by the administration. See definitions addendum.
2. Within two (2) weeks after the beginning of each school year teachers shall be acquainted by a member of the administrative staff with the evaluation procedures to be observed.
3. Results of the minimum number of formal observations provided for in Section 1, above, shall be in writing, with a copy to be given to the teacher, and shall be preceded by an in-class observation of at least twenty (20) cumulative minutes of the teacher's performance.
4. The evaluator shall have a meeting with the teacher within three (3) school days following classroom observation prior to submission of the written evaluation report to the superintendent.
5. The teacher shall have the right to submit an explanation or other written statement regarding any evaluation for inclusion in his/her personal file.
6. All formal evaluation of classroom teaching performance of a classroom teacher shall be conducted openly and with full knowledge of the teacher.
7. This Article deals with but a single method of teacher evaluation, i.e., evaluation of classroom teaching performance. Nothing in this Article is to be construed as precluding evaluation of teachers by any other means whatsoever as deemed appropriate by the administration of the school district.
8. Employees will be notified in writing in advance of any complaints being placed in their personal file.
9. If a non-probationary employee does not agree with an adverse summative evaluation (a total of 44 points or less, or 2 points or less in any category on the summative evaluation instrument) he/she may request a second evaluation and summative evaluation by a second evaluator. Upon completion of the second summative evaluation and not earlier in the process the non-probationary employee may grieve the second summative evaluation if it is adverse (44 total points or less on the evaluation instrument) on the grounds that it is incomplete, inaccurate or contains a mischaracterization.

ARTICLE 10 PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT
(see addendum)

A. In-Service Education Committee

1. Make-Up

The In-Service Education Committee shall consist of five (5) members with two (2) to be appointed by the Board, and three (3) to be appointed by the Association.

2. Responsibilities

The In-Service Education Committee shall be responsible for planning and evaluating the content and format of in-service training conducted during the regular work day and the in-school work year.

3. The In-Service Education Committee shall have the power to appoint subcommittees when deemed necessary.

4. The committee members shall be appointed by August 14.

5. Replacements shall be appointed by the respective groups when vacancies occur.

B. New Professionals Mentoring Program

DEFINITIONS:

New Professional Mentoring Program: Manning Community School District's program of support and assistance for the New Professionals.

New Professional: Any licensed individual in his/her first or second year of teaching. All New Professionals must participate in the New Professional Mentoring Program.

Instructor Mentor: A teacher who has been trained and assigned to provide assistance to New Professional in the district's New Professional Mentoring Program.

1. Wages

A) Instructional Mentor

Each Instructional Mentor shall receive the amount funded by the state for mentoring one New Professional.

An Instructional Mentor shall mentor no more than one New Professional each semester.

Training and required District mentoring meetings outside the regular workday and/or contract year shall be paid at the teacher's Phase III rate.

B) New Professionals

Training and required District mentoring meetings outside the regular workday and/or contract year shall be paid at the teacher's Phase III rate.

ARTICLE 11 DUES DEDUCTIONS

A. Authorization

Any employee who is a member of the Association, or who has applied for membership, may sign and deliver to the Board an assignment authorizing payroll deduction of professional dues. This assignment must be in the bookkeeper's office by September 10th of each year.

B. Regular Deduction

Pursuant to a deduction authorization, the Board shall deduct one-tenth (1/10) of the total dues from the regular salary check of the employee each pay period for ten months, beginning in September and ending in June of each year.

C. Duration

Such authorization shall continue in effect from year to year unless revoked by a thirty (30) day notice to the Board and to the Association.

D. "The Association agrees to indemnify and hold harmless the Board, each individual board member, and all administrators against any and all claims, costs, suits or other forms of liability and all court costs arising out of the application of the provisions in the agreement between the parties for dues deductions."

ARTICLE 12 TRANSFER PROCEDURES

1. Prior to movement of a teacher to a different grade level or subject area, the teacher shall be given an opportunity to meet with the superintendent to discuss the reasons.
2. Whenever a certified position opens within the school system, the certified employees shall be notified by a notice posted in the teachers' workroom of the available position prior to formal advertisement of said position.
3. A qualified teacher already employed by the district shall be given formal and impartial consideration for a position provided application is completed within five (5) school days from the date of the posted notice.
4. When a position becomes vacant during the summer recess, a written notice shall be sent to all employees who have certification for the vacant position and who have indicated to the superintendent during the checkout process prior to the summer recess that they would like to be considered for voluntary transfer.
5. Employees will be notified no later than thirty (30) days prior to movement of a teacher to a different grade level or subject area. Employees involved in the transfer who are not given thirty days notice will receive two days paid per diem to allow time to prepare for the transfer.

ARTICLE 13 EMPLOYEE TRAVEL

All employees travelling outside of the school district on school business at the direction of the District will have their reasonable and necessary expenses reimbursed in accordance with Board guidelines (guidelines will establish applicable activities, times and reimbursement rates).see addendum

ARTICLE 14 DURATION CLAUSE

A. Duration Period

1. This agreement shall be effective as of August 10, 2005, and shall continue in effect until August 10, 2007. Employees whose contract year starts July 1st will be covered and salaried from July 1st.
2. This will be a two-year contract with only salary, insurance and two language items open for negotiation in the second year.

B. Signature Clause

In witness whereof, the parties hereto have caused this agreement to be signed by their respective presidents, attesting by respective chief negotiators, and their signatures placed hereon, all on the 18th day of April, 2005.

MANNING EDUCATION ASSOCIATION
Association

MANNING COMMUNITY SCHOOL
Board of Education

By Kathryn Lage
President

By Mindi Boyle
President

By Kari Ranniger
Chief Negotiator

By Kimberly J. Lara
Chief Negotiator

Addendum:

Definitions:

A teacher as defined in the Teacher Quality legislation is an individual who is employed as a teacher, librarian, media specialist, or counselor in a non-administrative position by a school district or an area education agency.

A beginning teacher is an individual serving under an initial license issued by the Iowa Board of Educational Examiners under chapter 272 who is assuming a position as a classroom teacher

A career teacher is an individual serving under a standard license.

A probationary teacher is any beginning teacher or any career teacher who does not have a continuing contract.

A non-probationary teacher is a career teacher with a continuing contract.

APPENDIX A

GRIEVANCE REPORT

Date Filed

School District

Distribution of Form

Building

1. Association
2. Employee
3. Appropriate Supervisor
4. Superintendent

Name of Aggrieved Person

LEVEL II

A. Date Violation Occurred _____

B. Section(s) of Contract or Policy Violated _____

C. State of Grievance _____

D. Relief Sought _____

Signature

Date

E. Disposition by Principal _____

Signature of Principal

Date

APPENDIX A-2

LEVEL III

A. _____
Signature of Aggrieved Person Date Received by Superintendent

B. Disposition by Superintendent or Designee _____

Signature of Superintendent or Designee Date

LEVEL IV

A. _____
Signature of Aggrieved Person Signature of Association President

B. _____
Date Submitted to Arbitration Date Received by Arbitrator

C. Disposition and Award of Arbitrator _____

Signature of Arbitrator Date of Decision